**Wenatchee Valley Community College**

**US Bank Travel Card/One Card Agreement**

I, \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge receipt of a US Bank ONE CARD VISA TRAVEL CARD.

I agree to comply with the following terms and conditions regarding my use of the TRAVEL CARD.

1. I understand I will be entrusted with a valuable purchasing tool and making financial commitments on behalf of the College. I will strive to obtain the best value for the College.
2. I will follow the established TRAVEL CARD use policies and procedures per the State of Washington regulations and understand failure to do so may result in loss of TRAVEL CARD privileges.
3. I understand that I am liable for all charges made on this TRAVEL CARD and am personally responsible for paying for all non-reimbursable charges.
4. I agree that I will not use this card for food or personal charges.

**APPROVED TEAM TRAVEL CARD USAGE:**

1. HOTEL
2. PARKING
3. TOLLS
4. EMERGENCY SERVICES IF NEEDED
5. I will submit an approved reconciliation of all expenses charged on this card and provide all original receipts to the Travel and Expense Manager in a timely manner. All management signatures must be included when submitting the form.
6. If checking out a TRAVEL CARD, I agree to return the TRAVEL CARD immediately upon return from my trip, or as requested.

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Employee Signature Date Card # Last 4 Card Digits

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Business Office Signature Date TA #

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Tracy Shaw – tshaw@wvc.edu – 509-682-6503
Sarah Nielsen – snielsen@wvc.edu – 509-682-6516 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_
Ryan Lamb – rlamb@wvc.edu – 509-682-6502 Date and Time Returned Initials